



Job Opening Announcement
Part-time Publishing Team Assistant

Goodheart-Willcox Publisher is seeking a part-time **Publishing Team Assistant** (20-24 hours per week) to join our growing company! This individual will be responsible for administrative support of editorial teams. The ideal candidate will possess excellent organizational skills and will meet or exceed deadlines for assigned tasks.

What you'll do:

- Own the primary responsibility for data entry and system maintenance of product information system.
- Support the process for gathering routine information updates to product schedules and product specifications among team members.
- Facilitate the communication and coordination of system information within and across publishing teams and with other cross functional stakeholders.
- Prepare or facilitate the processing and record keeping of internal documentation such as contracts, internal request forms, purchase orders, invoices, and vendor payments.
- Provide administrative assistance for all aspects of the review process i.e., inputting online surveys, securing reviewers, assembling and distributing review materials to reviewers etc.
- Use spreadsheets and databases to track administrative and editorial activities.
- Perform basic editorial tasks and manuscript preparatory work including file conversion, stylizing, and formatting. Additional tasks assigned may include:
 - Assist with photo research and acquisition, as needed, and maintain digital photo files.
 - Create digital files for glossaries.
 - Run reading level tests.
 - Track text and supplement corrections for reprints and process reprint panels.
 - Facilitate the organization and maintenance of digital project archives.
 - Perform quality assurance on software product ancillaries such as PDF, any MS Office application, and ExamView and other proprietary electronic applications.

What you'll bring:

- Minimum of three years of administrative support experience.
- Associate degree or bachelor's degree preferred.
- English major or business administration major preferred.
- Administrative assistant certification preferred.
- Strong communication, organization, time management, and multitasking skills.
- Excellent knowledge of basic English language skills needed to perform editing tasks, specifically, sufficient grammar and usage skills at a level acceptable to Goodheart-Willcox publishing standards.
- Proficiency in basic computer skills, including Microsoft Office and Windows.
- Ability to communicate effectively in person, by telephone, in writing, and by e-mail with coworkers, authors, customers, and outside vendors.

What it's like to work here:

At Goodheart-Willcox Publisher, you will be working in a professional environment, supported by a passionate and energetic team that is invested in your growth and success. This is your chance to join an established employee-owned company that has been publishing for the Career and Technical Education field since 1921. Driven by the mission "We Build Careers," you will help educators implement and access our premier instructional materials, which help students find and keep great careers, all while growing your own. Goodheart-Willcox has spent a century building a culture that we are proud of. Our team members embody these core values:

- Roll up your sleeves
- Do the right thing
- Can-do attitude
- Always improving

Goodheart-Willcox Publisher provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, ancestry and marital status, and other protected classes, in accordance with applicable federal and state laws.

In addition, Goodheart-Willcox Publisher complies with applicable state and local laws governing nondiscrimination of employment. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.